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Office of the Dean
School of Medicine
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December 9, 2009

MEMORANDUM FOR SCHOOL OF MEDICINE FACULTY

SUBJECT: Appointment, Promotions, and Tenure of Faculty Instruction

A. **Purpose.** This memorandum intends to clarify the use of the rank of Teaching Fellow as a faculty appointment in the School of Medicine (SOM).

B. **References.** See Enclosure 1.

C. **Applicability.** This memorandum applies to SOM faculty.

D. **Policy.** USUHS Instruction 1100, Enclosure 3, "Procedures – F. Edward Hebert School of Medicine," outlines the policy and procedures for making academic appointments. The following guidance is provided regarding the Teaching Fellow title:

1. The rank of Teaching Fellow is an initial appointment in the USUHS SOM appropriate for qualified non-billeted uniformed personnel, with an M.D. or D.O. degree who serves as an intern or resident in training at a USUHS affiliated clinical teaching facility. The qualifications for this title are being in good standing as a physician in training and basic scholarly activities in the clinical teaching of USUHS medical students. The appointment as Teaching Fellow will be for a period not to exceed three years and is non-tenured. This title is not considered to be a requirement for entrance into either the tenure-eligible or tenure-ineligible tracks nor as any obligation on the part of the USUHS for appointment or promotion to any future academic position.

2. This appointment will terminate when the individual completes training at the designated graduate medical education levels or if the individual is no longer at a USUHS teaching affiliate. This appointment will also be terminated upon the recommendation of the appropriate Department Chair to the Dean SOM if the individual fails to maintain appropriate standing in the training program or fails to contribute appropriately to medical student teaching.

3. Upon attaining the position of Chief Resident (or its equivalent) or the status of clinical fellow, these individuals are eligible for consideration of an appointment as faculty members at the rank of instructor with the addition of appropriate teaching responsibilities to their other duties.



Larry W. Laughlin, M.D., Ph.D.
Dean, School of Medicine

Enclosures:

1. References

REFERENCES

- (a) USUHS Instruction 1100, "Appointments, Promotion, and Tenure of Faculty," dated January 17, 2009